RELEASE NOTES
N-FOCUS Interim Release
SEPTEMBER 11, 2006

An interim release of the N-FOCUS system is being implemented on September 11, 2006. Interim Releases are made between scheduled major releases. The last N-FOCUS Major Release was July 10, 2006. The next N-FOCUS Major Release is scheduled for November 2006. This document provides information explaining new functionality, enhancements and problem resolutions effective with this release. The Release Notes is divided into five main sections:

- **General Interest and Mainframe:** All N-FOCUS users should read this section.
- **Foster Care Review Board:** N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.
- **Protection and Safety Programs:** N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.
- **Developmental Disabilities Programs:** N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: this section will only appear if there are enhancements, tips, or fixes specific to DD programs.
- **Expert System:** N-FOCUS users responsible for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

Table of Contents

MAINFRAME AND GENERAL INTEREST 3
CASE MAINTENANCE 3
Charts Referral (TIP) 3
EF Exemption Reasons Removed (NEW) 3
FSP Expedited Closing Program (FIX) 3
INTERFACES 4
Access To CHARTS Court Case Information (Job 74 on C1) (TIP) 4
ORGANIZATION 4
Change To Pre-Print Claim Form (NEW) 4
Organization Related Person Role Added (NEW) 4
PERSON DEMOGRAPHICS 4
Update Overdue Unborns (TIP) 4
REPORTS 4
Crystal Enterprise And Crystal Reports (TIP) 4
SECURITY 5
Access To Organization Background Checks (NEW) 5
PROTECTION AND SAFETY 6
CWIS SPECIFIC TOPICS 6
LEGAL ACTION 6
Adjudication Date Requirement (TIP) 6

EXPERT SYSTEM 7
CASE MAINTENANCE 7
Verification Task Mandatory (TIP) 7
Change In Participant Actions Requires Config/Budgeting (TIP) 7
SELF-EMPLOYMENT TASK 8
Self-Employment Not Used In MESA Budgets If End-Date Exists (TIP) 8

MAINFRAME AND GENERAL INTEREST

CASE MAINTENANCE

CHARTS Referral (TIP)

Prior to creating a CHARTS Referral, check C1, Job 21 to find the name(s) of the parent(s). Use the same name, date of birth and Social Security number when creating the referral. This is particularly useful if the name of the parent is not known to the custodial party. CHARTS may have established paternity or obtained the name of the NCP and updated the CSE case.

EF Exemption Reasons Removed (NEW)

Effective **10/1/2006**, the EF exemption reasons of Geographical Location and Americorp will no longer be allowable exemption reasons. These reasons will be removed from the system. Do not add exemption reasons of Americorp or Geographical Location to EF cases worked in September for the month of October.

If you have an EF case that is exempt due to Americorp, please change the status to 'Active/Mandatory' effective 10/01/2006. Americorp attendance will be counted as Community Service Work Participation.

Geographical Location is no longer a valid exemption. You will need to determine if the person is eligible for a different exemption. If not, the person is mandatory to participate in Employment First.

FSP Expedited Closing Program (FIX)

A problem was identified with the FSP expedited closing program. The program was not closing the case even when certain types of resources were left unverified. This problem is scheduled to be fixed **10/18/2006**.

FSP cases that are Expedited or Expedited/Aggregate will close for the come up month on the night of Food Stamp cutoff if any of the following were considered in the FSP Expedited or Expedited/Aggregate budget and have a Verification Status of pending:

- US Immigration status
- Resources
- Earned Income
- Unearned Income
- Self-Employment Ledger Income

When the case is closed, the worker will receive the alert, "Expedited and/or aggregate budget. Case closed because verifications were not provided." This program will only run if the come up budget is run at the time of approval.

INTERFACES

Access To CHARTS Court Case Information (Job 74 on C1) (TIP)

The web version of CHARTS court case information (ICHARTS) was redesigned and implemented on July 31, 2006. This rewrite was primarily designed for the information needs of the Clerks of the District Court. It is recommended that eligibility staff continue to use C1 access as the new web version will not meet your needs for now. Additional work on the ICHARTS web application is scheduled to be implemented before the end of the year for the information needs of eligibility staff. In the meantime, please continue to use Job 74 on C1 for your child support information.

ORGANIZATION

Change To Pre-Print Claim Form (NEW)

The pre-print claim form (HHS-5N) has been updated. Field 13 has changed from "Fam Fee" to "Cust Oblig." It was previously used strictly for child care claims, but in the near future will be used for other claim types as well.

Child care providers should continue entering data in field 13 as they currently do. No change is being made in regards to the data in that field. The updated form is expected to be in use by September 5th. If you have an existing supply of HHS-5N forms in your office, you may continue to use these forms. Future requests for these forms will be filled with the updated form.

Organization Related Person Role Added (NEW)

The role of Judge has been added to the Organization Related Persons window. This functionality is the first phase of the process to move the Judge role from a text field on correspondence to an Organization related person. Central Office staff will be working on adding Judges as Organization related persons. Workers should not enter Judges as organization related person until this conversion process is complete. More information will follow about this functionality.

PERSON DEMOGRAPHICS

Update Overdue Unborns (TIP)

Do not leave an overdue unborn on the system. The pregnancy should be updated in mom's demographics. Claims get rejected when the unborn is overdue. As per policy, eligibility continues for an unborn as long as the newborn continues to reside with his/her mother in Nebraska (Title 477NAC1-012.02C). If the parents do not respond to verification requests that the child remains in Nebraska with the mother, then continued eligibility for the newborn cannot be established.

REPORTS

Crystal Enterprise And Crystal Reports (TIP)

Crystal Enterprise access to reports has been authorized for 1,260 HHS staff in case management, supervisory, support, management and policy positions. Reports are organized by program areas, e.g. Economic and Family Support, Protection and Safety, etc, includes case management (MESA) reports, and cover a wide range of other N-FOCUS related reporting topics.

You may check to see if you have access by navigating to the following URL. It will take you to the Logon window: http://bf200s47/crystal/enterprise10/eportfolio/en To log on, use your LAN ID (User Name) and Password. Be sure to change the 'Authentication' to Windows AD, if not already.

A new instructions document entitled "Crystal Reports Tips" is available. To view the document, click on Instruction Guides. Click on View under the Crystal Report Tips document.

Topics include:

- Searching for and Viewing Reports, Report Sections and Specific Pages
- Expanding the Page View
- Using Different Report Formats (Adobe Acrobat, Excel, Crystal Reports Viewer,
- Microsoft Word, Rich Text Format)
- Printing Reports and Canceling a Print Job
- Copying and Exporting Report Data

Here are a few 'Quick-Start' tips:

- Navigation to individual Folders and Reports is done by clicking on 'Blue' text.
- Report viewing options are:

  'View or View Latest Instance' - if present, shows the most current instance of a report.

  'History' - displays a list of available instances of a report, their run date, and when the next run will occur (Recurring).
- When viewing a crystal report, you may click on the + and/or adjacent word of the group tree on the left, to drill down to specific details of a report.
- Be sure to click on 'Logoff' when finished viewing (upper right corner.... may have to scroll up and right).

For questions about viewing Crystal reports or if you do not have authorization to access reports within Crystal Enterprise ePortfolio and would like to, please contact N-FOCUS Production Support at 471-9698 or 1-888-281-6629 for more information.

SECURITY

Access To Organization Background Checks (NEW)

Resource Development contract staff have been granted access to the background check functionality on the Organization Detail window. This area may be used to document background checks completed for providers. Please refer to the March 13, 2006 N-FOCUS Major Release Notes for information on this functionality.

PROTECTION AND SAFETY

CWIS SPECIFIC TOPICS

LEGAL ACTION

ADJUDICATION DATE REQUIREMENT (TIP)

As of the July 2006 N-FOCUS release, you are required to enter an adjudication date. If the case is not yet adjudicated, enter 'Adjudication Status Pending' in the status field. The system will not require you to enter a date if you pick Adjudication Status Pending.

EXPERT SYSTEM

CASE MAINTENANCE

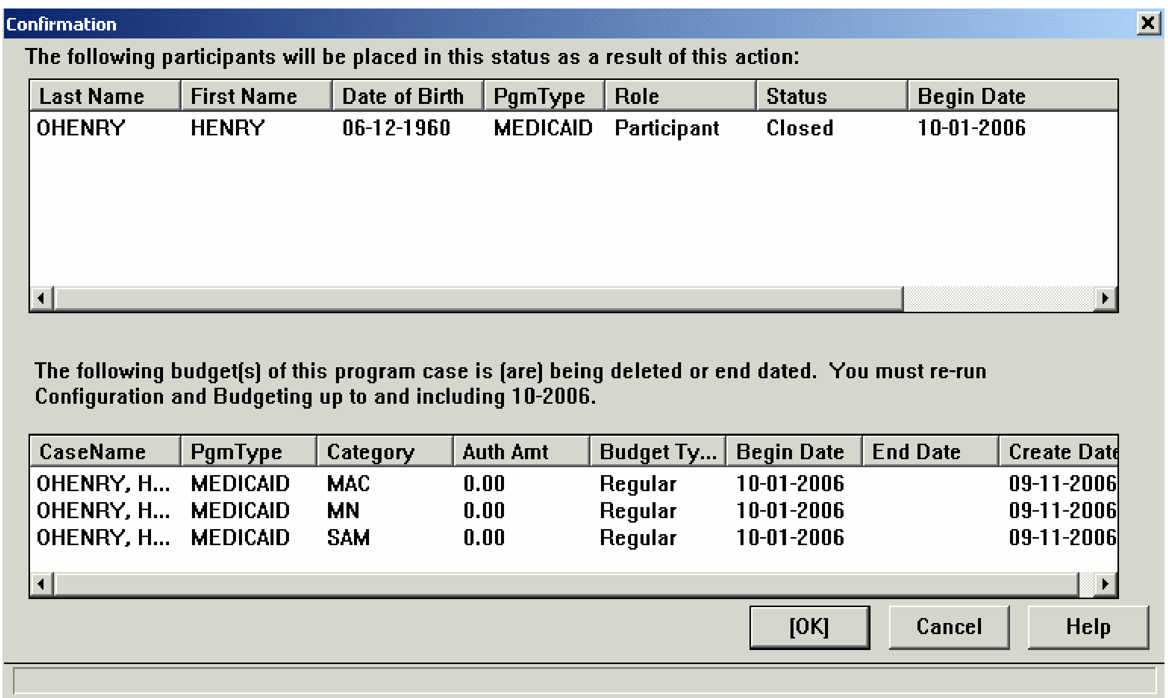
VERIFICATION TASK MANDATORY (TIP)

Do not leave a case (or persons) in pending status for any past months. This causes the Verification task to be mandatory. The Verification task will be mandatory even if the person has left the household.

Example: A pending case is ineligible for the request month (08/2006), but eligible for the next month (09/2006). Deny the case for August, then repend and activate the case for September. If you activate the case for September and leave August pending, the Verification task will remain mandatory due to the pending rows.

CHANGE IN PARTICIPANT ACTIONS REQUIRES CONFIG/BUDGETING (TIP)

When a change is made in Participant Actions to add or remove a member after a budget has been run for that particular month, configuration and budgeting must be run again to set the changes. Please review the notification message that displays when the update is made in Participant Actions and follow the instructions:


Confirmation

The following participants will be placed in this status as a result of this action:

Last Name	First Name	Date of Birth	PgmType	Role	Status	Begin Date
OHENRY	HENRY	06-12-1960	MEDICAID	Participant	Closed	10-01-2006

The following budget(s) of this program case is (are) being deleted or end dated. You must re-run Configuration and Budgeting up to and including 10-2006.

CaseName	PgmType	Category	Auth Amt	Budget Ty...	Begin Date	End Date	Create Date
OHENRY, H...	MEDICAID	MAC	0.00	Regular	10-01-2006		09-11-2006
OHENRY, H...	MEDICAID	MN	0.00	Regular	10-01-2006		09-11-2006
OHENRY, H...	MEDICAID	SAM	0.00	Regular	10-01-2006		09-11-2006

[OK] Cancel Help

In the example above, the parent was closed out of the Med case for October. A budget had already been run with the parent as a Med participant. Configuration and budgeting must be run again to set the closing change.

SELF-EMPLOYMENT TASK

SELF-EMPLOYMENT NOT USED IN MESA BUDGETS IF END-DATE EXISTS (TIP)

There have been reports of October MESA budgets that were run without the self-employment income included in the budget. This occurred because an end date was entered in the "Last month in which income is countable" field. If an end date prior to October 2006 was entered in this field, MESA did not include the income in the budget. Do not enter an end-date in this field until the self-employment enterprise has actually ended or you are adding a new tax year.